

**ZONING BOARD OF APPEALS**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

RICHARD L. SEEGL, CHAIRMAN
CYNTHIA S. HIBBARD
DAVID G. SHEFFIELD

LENORE R. MAHONEY
EXECUTIVE SECRETARY
TELEPHONE
(781) 431-1019 EXT. 2208

J. RANDOLPH BECKER, VICE CHAIRMAN
ROBERT W. LEVY
DAVID L. GRISSINO

PROCESS SCHEDULE FOR SITE PLAN APPROVAL PROJECTS

1. Petitioner meets with Executive Secretary to discuss project. At initial meeting, petitioner is given the List of Plans, Check List, Time Line, Official Development Prospectus, and Process Schedule.

Preliminary Meetings

A. Mandatory – Design Review Board

B. Voluntary

(1). Department of Public Works

- a. Petitioner arranges preliminary meeting with Town Engineer, which will include other DPW representatives. Petitioner will be prepared to discuss in detail the water, sewer, drainage, electric, parking and landscaping requirements associated with the project. Petitioner will bring preliminary engineering and landscape/parking plans to this meeting.
- b. No less than Ten (10) weeks prior to submittal to the Board of Appeals, the applicant will send **one** full set of plans to the Town Engineer for review by the Department of Public Works. Plans should include all requirements on the Check List. Within ten (10) days of receipt of the plans, the Department of Public Works will send a letter of review to the petitioner, summarizing comments and concerns and issues to be addressed.

(2). Wetlands Protection Committee

- a. If the location of the construction is within a Resource Area, a Water Supply Protection District or a Flood Plain District, the petitioner must obtain all necessary approvals and Orders of Conditions at least ten (10) days prior to the date of the Public Hearing on the petition.

(3). Public Safety Officer – Fire Department

(4). Board of Health

Process Schedule Continued

1. No less than six (6) weeks prior to Board of Appeals Public Hearing, the applicant shall submit thirteen (13) copies of all required plans, incorporating all DPW comments, the Check List and the Official Development Prospectus to the office of the Board of Appeals.
2. The Executive Secretary shall time-stamp 2 copies of all materials and plans submitted in the Town Clerk's office. Individual packages of all plans and materials with a cover letter shall be distributed to the Planning Board, Design Review Board, Wetlands Protection Committee, Town Engineer, Board of Health, Fire Chief and Municipal Light Plan, for review and recommendations.
3. The Board of Appeals will automatically continue the scheduled Site Plan Approval Public Hearing, if all revised plans and/or additional requested materials have not been approved by all departments no less than ten (10) days prior to the hearing.
4. Public Hearing on petition for Site Plan Approval
If the above requirements have not been completed, or if the Board requests additional information or plan revisions at the initial hearing, the Board may continue the hearing for one month.
5. Decision
The decision shall be issued between three to four weeks following the last Public Hearing.
6. General Comments
If the project requires a Special Permit for a Project of Significant Impact issued by the Planning Board, the Preliminary steps in the process may be undertaken concurrent with the processing of the Special Permit. However, no submission shall be made to the Board of Appeals until the Special Permit has been granted and the twenty-day appeal period has expired.

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MASSACHUSETTS

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Special Permit Granting Authority
Wellesley Town Hall
Wellesley, MA 02482

Date: _____

ZBA Number: _____

Pursuant to the provisions of Section _____, subparagraph _____, and Section _____ of the Zoning Bylaw, the undersigned hereby requests Site Plan Approval for the construction of

Located at _____

Within a _____ District (s).

The following plans are submitted:

- | | |
|--------------------------------|-----------------------------------|
| 1. Existing Site Features Plan | Plan # _____ (Title Block Number) |
| 2. Site Development Plan | Plan # _____ |
| 3. Plot Plan | Plan # _____ |
| 4. Grading & Drainage Plan | Plan # _____ |
| 5. Utilities Site Plan | Plan # _____ |
| 6. Landscaping/Parking Plan | Plan # _____ |
| 7. Architectural Plans | Plan # _____ through _____ |
| 8. Subsurface Conditions Plan | Plan # _____ |
| 9. Utilities Detail Plans | Plan # _____ through _____ |
| a. Structure Details | Plan # _____ |
| b. Plumbing Details | Plan # _____ |
| c. Electric Details | Plan # _____ |

(Thirteen full sized copies of each plan, five 11 inch by 17 inch copies of each plan, a check in the amount of _____ payable to the Town of Wellesley, and a check in the amount of _____ payable to the Town of Wellesley Fire Department (for Site Plan Approval without PSI).

OWNER OF RECORD: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PETITIONER: (If not Owner, relationship to owner) _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROJECT CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOWN OF WELLESLEY
ZONING BOARD OF APPEALS
SITE PLAN APPROVAL REVIEW
PLANS AND SUBMITTAL CHECKLIST

Plans and submittals for site plan approval review are submitted to the Department of Public Works for its review and approval on behalf of the Zoning Board of Appeals shall contain the items listed in this checklist. Electric plans will be reviewed by representatives of the Wellesley Municipal Light Plant.

PLANS

CHECK

1. EXISTING SITE FEATURES PLAN

- a) Location, type, size or dimension of existing trees and rock masses _____
- b) Surface drainage and topography with one foot contours _____
- c) Property lines, zoning districts, adjacent roadways, historical or archeological features _____
- d) Rights of way and easements (temporary and permanent) _____
- e) Wetlands and floodplains _____
- f) Adjacent public, footpaths, trails and other natural or man-made features such as walls and fences _____
- g) Plan to be Scale 1" = 40' or larger _____
- h) Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts _____

2. SITE PLAN DEVELOPMENT

- a) Building locations, finish floor elevations at basement and first floor _____
- b) Grading detail for entire site with existing and proposed contours _____
- c) Existing and proposed curb cuts, design as per Town Policy by Board of Selectmen dated 5/15/73 _____
- d) Property lines and easement lines _____
- e) All elevations on the Town of Wellesley datum base _____
- f) North directional arrows shall be provided and point due north _____
- g) Plan must be stamped, dated and signed by a Registered Architect, Registered Land Surveyor or Professional Engineer in the Commonwealth of Massachusetts _____

3. PLOT PLAN

- a) Existing buildings and structures _____
- b) Proposed structure(s) including all dimensions and distances from front, rear and side property lines _____
- c) Area of lot or lots included in the project _____
- d) Zoning district lines and portion of lot in different zoning district (if applicable) _____
- e) Names of all abutters as they appear on the most recent tax list _____
- f) The location of all permanent survey monuments _____
- g) Not less than 3 permanent benchmarks, preferably triangulated, shall be shown _____
- h) Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts _____

4. GRADING AND DRAINAGE PLAN

- a) Existing and proposed contours in one foot intervals of elevation
- b) Location of existing and proposed storm drainage structures
- c) Profile showing proposed utilities in relation to the ground surface
- d) Erosion control measures such as haybales and siltation fencing
- e) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts

5. UTILITIES SITE PLAN

- a) Building location and elevations
- b) Existing utilities on project site and in abutting street
- c) Location, depth, size, (slope where applicable) and material of:
 - Water service and hydrants
 - Gas service
 - Sanitary sewer connection (pipe to be SRD-35 PVC, green)
 - Storm drain installations
 - Electric service
 - Fire alarm connection
 - Telephone service
- d) Number utility structures such as manholes and catch basins for identification purposes
- e) Detail specifications for installation of all utilities including street pavement restoration as per current DPW standards
- f) Flow direction arrows on drain and sewer lines
- g) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts

6. LANDSCAPING/PARKING PLAN

- a) Proposed landscaping of property
- b) Size, type and location of proposed plant materials with botanical names
- c) Consider the impact for plantings at their maturity size as relates to sight distances
- d) Landscaping plan shall be coordinated with the grading plan
- e) Tree planting and shrub planting details
- f) Hardscape details such as walkways and patios
- g) See attached listing of undesirable plants as prepared by the Town Horticulturalist
- h) Plan must be stamped, dated and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts
- i) No bushes or trees of any kind shall be planted within 10 feet in any direction of a Fire Department connection or a Master Fire Alarm box. Connections include hydrants, standpipes and sprinkler feeds on the outside of buildings.
- j) Parking lot plans shall include dimensions of parking spaces, maneuvering aisles, islands, turning radii, percentage of landscaped open space, percentage of interior landscaping, appropriate number of handicapped parking spaces, and directional flow arrows. All parking spaces shall be numbered

7. ARCHITECTURAL PLANS

- a) Proposed floor plans _____
- b) Elevations of all sides of all buildings _____
- c) Sections identifying type and exterior finish of proposed buildings _____
- d) Plan must be stamped, dated and signed by a Registered Architect in the
Commonwealth of Massachusetts _____

8. SUBSURFACE CONDITIONS PLAN

- a) Boring location with boring numbers _____
- b) Boring logs _____
- c) Ledge encountered and depth _____
- d) Water encountered and depth _____
- e) Percolation test info (if applicable) _____

9. UTILITIES DETAIL PLAN

- a) Structure details _____
 - Sanitary sewer manholes _____
 - Drain manholes, detention structures, etc. _____
 - Catchbasins (gas and oil separators required at parking lots) _____
 - Outside grease trap if restaurant is proposed _____
- b) Plumbing details _____
 - Water service size and entrance location _____
 - Water meter size, location and piping detail _____
 - Size and location of water service backflow protection devices (if applicable) _____
 - Sanitary sewer size and entrance location with elevations _____
 - Size and location of sanitary sewer check valves (if applicable) _____
 - Oil/water separators and MDC gas traps (if applicable) _____
 - Pumping equipment (if applicable) _____
- c) Electrical Details _____
 - Location service entrance _____
 - Size of Service _____
 - Meter location and switchgear arrangement _____
 - Provision for future expansion _____
 - Transformer size and facilities for pad or vault room _____
 - Data including load requirements _____

GENERAL PLAN COMMENTS

- a) All plans must be stamped, signed and dated by a Registered Professional Engineer, or Architect in the Commonwealth of Massachusetts responsible for the particular plan's contents _____
- b) Title Blocks shall provide the name of project, job site location, architects and engineer responsible for plan contents, date and plan scale _____
- c) All plans must be numbered and titled _____
- d) All dates of revisions shall be included _____
- e) Provide retaining wall design details _____
- f) Provide locus plan drawn at a scale of 1" = 500' showing the relation of the project to adjoining properties within a radius of ¼ mile _____
- g) The cover sheet shall provide the names, mailing addresses and phone numbers of the land owner, building owner, architects and engineers and project contact person, and Table of Contents _____
- h) Location of all mechanical systems must be shown _____

SUBMITTALS

- a) Drain calculations showing capacities of the existing and proposed drain systems _____
- b) Runoff calculations for the 10, 25 and 100 year storm event for storm drains, leaching basins or holding areas _____
- c) Post development rate of peak runoff less than pre-development rate of peak runoff _____
- d) Information showing that the DEP Stormwater Management Standards will be met _____
- e) Operation and maintenance plan for drainage system _____
- f) Evaluation of existing municipal systems capacities _____
- g) Quantification and documentation of infiltration/inflow reduction measures _____
- h) Quantification and documentation of water conservation measures _____
- i) Written statement from a Registered Professional Engineer in the Commonwealth of Massachusetts regarding the adequacy of the water flow for the fire protection system _____
- j) Construction area to be fenced _____
- k) Traffic Management Plan during construction period _____
- l) Area of construction worker and equipment parking _____
- m) Materials staging area _____

UNDESIRABLE PLANTS FOR LANDSCAPE DESIGNS SUBMITTED WITHIN
THE TOWN OF WELLESLEY

TREES:

Acer platanoides
Acer saccharinum
Ailanthus altissima
Elaeagnus angustifolia
Morus alba
Populus alba
Pyrus c. 'Bradford'
Pyrus c. 'New Bradford'
Robinia pseudoacacia
Tsuga canadensis

Norway Maple
Silver Maple
Tree-of-Heaven
Russian-olive
White Mulberry
White Poplar
Bradford Pear
New Bradford Pear
Black Locust
Eastern Hemlock

SHRUBS:

Alnus glutinosa
Cotoneaster sp.
Berberis thunbergii
Elaeagnus umbellata
Euonymus alatus
Ligustrum sinense
Ligustrum vulgare
Lonicera maackii
Lonicera morrowii
Lonicera tatarica
Rhamnus cathartica
Rosa multiflora
Taxus cuspidata

Common Alder
Cotoneaster
Japanese Barberry
Autumn-olive
Burning Bush
Chinese Privet
Common Privet
Amur Honeysuckle
Morrow Honeysuckle
Tatarian Honeysuckle
Common Buckthorn
Multiflora Rose
Japanese Yew

VINES:

Ampelopsis brevipedunculata
Celastrus orbiculatus
Lonicera japonica
Wisteria sinensis

Porcelain Ampelopsis
Chinese Bittersweet
Japanese Honeysuckle
Chinese Wisteria

ORNAMENTALS:

Aegopodium podagraria
Iris pseudacorus
Lythrum salicaria
Phalaris arundinaceae

Goutweed
Yellow Flag Iris
Purple Loosestrife
Ribbon Grass

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OFFICIAL DEVELOPMENT PROSPECTUS

Applicable to Major Construction Projects
Submitted Under Section XVIA of the Zoning Bylaw
And Comprehensive Permit Projects Submitted
Under Chapter 40B

Date: _____

Year/Number: _____

I. IDENTIFICATION

Petitioner: _____

Address: _____

Telephone: _____

Land Owner of Record: _____

Location of Property: _____

Proposed Use of Property: _____

Zoning Districts: (Including all overlay districts) _____

Are any other special permits or variances, other than Site Plan Approval
required for this project? Yes _____ No _____

If yes, what is required? _____

II. DESCRIPTION

Describe in detail the plan to be executed under the appropriate categories below

1. Land Area _____
2. Square footage of proposed construction footprint _____
3. Square footage of existing building footprint _____
4. Square footage of total structure footprint _____
5. Total floor area of existing building _____
6. Total floor area of proposed construction _____
7. Total floor area after proposed construction completed _____
8. Floor area ratio: (Commercial)
9. Number of Buildings _____
10. Number of Stories of each Building _____
11. Height of each Building _____
12. Number of Parking Spaces: (Existing/Proposed)
Standard _____/_____ Compact _____/____ Handicapped _____/_____
Covered _____/_____ Open _____/_____
Total (Existing and proposed) _____
Total Number Required _____
13. Number of handicapped sidewalk curb cuts provided _____
14. Lot coverage in square feet (%)

	Before	After
1) Buildings	()	()
2) Drives & Parking	()	()
3) Other uses (identify uses and coverage)	()	()
15. Open Space

1) Landscaped area	()	()
2) Natural (i.e. woods, fields)	()	()
3) Recreational	()	()

A. Residential Construction

1. Number of Dwelling Units

Efficiency_____ One Bedroom_____ Two Bedroom_____
Three Bedroom_____ Other_____

2. How many units will be provided with handicapped access to
bathrooms, toilets, entrances, egresses, etc.? _____

3. Density in square feet of land per dwelling unit.

Existing _____ Proposed _____

4. Density in square feet of land per person:

Existing _____ Proposed _____

III. TRAFFIC IMPACT ANALYSIS AND DATA

(Explain basis for data entered)

If, as a result of the proposed construction, the following conditions will
exist, Questions 1-5 must be answered:

a. If the floor area of the building exceeds 10,000 sf; or

b. If 50 or more vehicle trips will be generated by the completed
project in any single hour of the day.

1. Projected traffic generation of proposed new development:

a. Peak Day In Out Total

24-Hour	_____	_____	_____
Am Peak Hour	_____	_____	_____
PM Peak Hour	_____	_____	_____

b. Typical or Average Day

24-Hour	_____	_____	_____
Am Peak Hour	_____	_____	_____
PM Peak Hour	_____	_____	_____

2. Current two-way traffic flows on frontage street(s):

24 Hour AM Peak Hour PM Peak Hour

Street _____

Street _____

3. Data compiled by: _____

4. Date of data compilation: _____

5. Comment on adequacy of drive entrances & exits with respect to sight distance and other traffic operations considerations on frontage street(s)

Locations through which 30 or more vehicles approach from a single direction in any single hour of the day.

(List intersections and operational problems):

List possible hazardous pedestrian and bicycle crossings:

6. Has a separate Traffic Study been submitted? Yes_____ No_____

IV. PUBLIC UTILITIES - (Quantitative, state basis for data entered)

A. Estimated water consumption _____gal/day

B. Number of Fire Hydrants - existing within 200 ft _____ Proposed_____

C. Estimated discharge to sewer system _____gal/day

D. Sewer Disposal - will any proposed on-site individual sewage disposal systems be designed to receive more than 110 gallons of sewage per quarter acre per day? Yes_____ No_____

E. Refuse disposal _____lbs. or tons/day

1. Proposed method of handling _____

2. What provisions will be made to facilitate the recycling of solid waste? _____

F. Service Voltage _____Service Amperage _____

1. Estimated peak electrical consumption _____kw

a. Heating Season _____kw b. Cooling Season _____kw

2. Estimated annual electric energy consumption _____kw

3. Three Phase Service _____ Single Phase Service _____

G. Are energy efficient appliances to be used? _____

H. What R-Factors will be used in insulation and glazing for walls and ceilings? _____

I. What energy source will be used for heating water?
Electric_____ Gas_____ Fuel Oil_____ Other_____

J. Will electric resistance heating or heat pumps be used? Yes____No____

K. Will the facility include an emergency electric generator?

Yes____No____

If YES, would you be willing to run it to reduce your peak load?

Yes____No____

V. FIRE PROTECTION

A. *Fire flow presently available at site _____

B. *Total floor area of building (Largest single building if more than one building) _____

C. Type of Building Construction _____

D. *Required fire flow for building (Maximum required for a single building if more than one building) _____

E. *If required fire flow (D) exceeds available fire flow (A), describe plans to provide required fire flow (D)

F. Describe access for fire apparatus to building (s) _____

*Written statement indicating these figures signed by a registered professional engineer must accompany submittal.

VI. ENVIRONMENTAL IMPACT

A. What percentage of the property is Wetlands _____
Floodplains _____

Will either be altered as a result of the project? _____

B. Will the proposed development contribute in any way to pollution of groundwater, surface water, or waterway: Yes____No____

Oil____ Salt____ Chemicals____ Other____

Explain

Describe proposed measures to eliminate or minimize such pollution:

C. Does the proposed development involve storage of any of the following materials above or below the ground?

- _____ deicing chemicals or other related materials
_____ commercial fertilizers and other related materials
_____ hazardous materials
_____ liquid petroleum products

If YES to any of the above, list specific materials to be stored:

D. Impact on surface drainage

- 1a. Current rate of peak runoff _____ cubic ft/second
b. Current volume of runoff _____ cubic feet or acre-feet

- 2a. Post-development rate of peak runoff _____ cfs
b. Post-development volume of runoff _____ cubic feet or acre-feet

(Design storm and rainfall intensity should be cited for #1 & #2)

3. Describe measures to eliminate or minimize any increase in rate of runoff _____

4. Might the project result in significant changes in existing drainage patterns? Will any abutting or other property be adversely affected by the changes? _____

E. Does the proposed structure include installation of floor drains?
Yes_____ No_____ If YES, how many? _____

F. Will the project affect the condition, use, or access to any existing public open space or recreation area? If so, how?

G. Does the proposed development involve outside lighting? Yes____No____
if YES, state height of lighting fixtures _____

Will the outside lighting shine directly on abutting premises?

Yes____No____

If YES, explain

Describe proposed steps to minimize this impact _____

H. Might any site or structure of historic or archeological significance be affected? Yes____No____

Describe _____

I. Will the project require the removal of any street trees protected under M.G.L. Ch. 87? Yes____No____

If YES, how many?_____

J. Will the project involve blasting or pile driving? Yes____No____

1. What is the approximate volume of the material to be removed?

Where will this material be disposed? _____

K. Is an Environmental Notification Form required to be filed under M.G.L. Ch. 30, Section 61-62H, the Mass. Environmental Policy Act?

Yes____No____

VII. IMPACT OF WATER SUPPLY

A. Will the project result in an increase of 10,000 square feet or more of impervious area within a Water Supply Protection District defined by Section XIVE of the Zoning Bylaw? Yes____No____

If so, does it satisfy the design and operation standards of Section XIVE? Yes____No____

B. Will the project result in finished exterior grades lower than the existing grade and less than 5 feet of soil overburden above the maximum ground water elevation within a Water Supply Protection District? Yes____No____

C. Will catch basins be installed? Yes____No____

If so, how many? _____

Do catch basins presently exist? Yes____No____

If so, how many? _____

Are catch basins fitted with oil and grease traps? Yes____No____

How many? Existing _____ Proposed _____

D. Will water saving appliances be used or water conservation devices be used in all plumbing? Yes____No____

VIII. FINANCIAL IMPACT

A. Estimated Building Permit Valuation _____

B. Estimated assessed value _____

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Date: _____

ZBA: _____

Petition for:	<u>Residential Fee</u>	<u>Commercial & Municipal Fee</u>
Variance	_____ \$200	_____
Special Permit	_____ \$200	_____ \$500
Special Permit/Findings	_____ \$200	_____
Special Permit Renewals	_____ \$150	_____
Signs	_____	_____ \$300
Site Plan Approval without PSI	_____	_____ \$2,000 & Fire Department Consulting Fee
Site Plan Approval with PSI	_____	_____ \$3,500
Appeals	_____ \$200	_____ \$300
Comprehensive Permit	_____	_____ \$750
Publication & Mailing Fees/All Petitions	\$25	\$25
Petitioner assumes all costs for Peer Review		

Property Location: _____ Zoning District: _____

Property located in a: Historic District ☐ Yes ☐ No
 Wetlands Protection Area ☐ ☐
 Water Supply Protection District ☐ ☐

Applicable Section(s) of the Zoning Bylaw: _____

Explanation of Request: _____

Requested Relief:

_____ Lot Area	_____ Front Yard Depth (Street Setback)
_____ Lot Coverage	_____ Side Yard Width (Side Line Setback)
_____ Frontage	_____ Rear Yard Depth (Rear Line Setback)
_____ Front Yard Width	_____ Other _____

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

SIGNATURE OF OWNER: _____

PETITIONER (If different than Owner): _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

**ZONING BOARD OF APPEALS
SITE PLAN SUBMITTAL
TIMELINE**

**PRELIMINARY MEETING WITH DPW
(Preliminary Engineering & Landscape Plans)**

**OTHER MEETINGS AS REQUIRED WITH:
DRB, MLP, FIRE DEPT., WPC & BOH**

**ONE FULL SET OF ENGINEERING & LANDSCAPE PLANS TO
DPW**

**10 WEEKS PRIOR TO
HEARING**

DPW RESPONSE TO APPLICANT ON PLANS

**10 DAYS AFTER
RECEIPT OF PLANS**

13 COPIES OF SUBMITTAL TO THE ZBA

**6 WEEKS PRIOR TO
HEARING**

**PLANS MUST BE APPROVED BY DPW OR ZBA HEARING
CONTINUED**

**10 DAYS PRIOR TO
HEARING**

ZBA HEARING